



## CITY OF MARTINSVILLE, VIRGINIA SIGN PERMIT APPLICATION

**City of Martinsville Zoning Office • PO Box 1112 • 55 W. Church St. Room 217-B  
Martinsville, VA 24114 • 276-403-5380 or 276-403-5169 office • 276-403-5381 fax  
Email: trumley@ci.martinsville.va.us or wknox@ci.martinsville.va.us**

***A PERMIT WILL NOT BE ISSUED UNTIL A COMPLETE APPLICATION HAS BEEN SUBMITTED. DRAWINGS OF THE SIGN, DIMENSIONS AND ITS LOCATION ON THE BUILDING OR SITE MUST BE SUBMITTED WITH THIS APPLICATION. SIGN CONTRACTORS ARE RESPONSIBLE FOR OBTAINING THE SIGN PERMIT IF THEY ARE INSTALLING THE SIGN. PROOF OF INSURANCE, CONTRACTOR LICENSE AND BUSINESS LICENSE ARE REQUIRED. DO NOT BEGIN WORK UNTIL THE APPLICATION HAS BEEN APPROVED AND A PERMIT HAS BEEN ISSUED.***

### SIGN CONTRACTOR/APPLICANT INFORMATION

COMPANY NAME: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ Email: \_\_\_\_\_

### PROPERTY OWNER INFORMATION

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ Email: \_\_\_\_\_

SIGN LOCATION ADDRESS: \_\_\_\_\_

CURRENT ZONING: ☐ R-16 ☐ R-9 ☐ R-6 ☐ P-1 ☐ P-2 ☐ RP-1 ☐ C-1 ☐ C-2 ☐ C-3 ☐ C-1A ☐ B-1 ☐ M-1 ☐ M-2

IS THE PROPERTY LOCATED IN A HISTORIC DISTRICT? ☐ YES ☐ NO

### SIGN INFORMATION

APPLICATION FOR PERMISSION TO: ☐ ERECT ☐ ALTER ☐ REPAIR ☐ REFACE ☐ REPAINT ☐ OTHER \_\_\_\_\_

TYPE OF SIGN: ☐ GROUND ☐ WALL ☐ PROJECTING ☐ MARQUEE ☐ ROOF ☐ TEMPORARY ☐ OTHER \_\_\_\_\_

SIGN DIMENSIONS: \_\_\_\_\_ ft. X \_\_\_\_\_ ft. TOTAL AREA OF SIGN (sq. ft.): \_\_\_\_\_ HEIGHT OF SIGN (ft.): \_\_\_\_\_

WILL SIGN BE ILLUMINATED? ☐ YES ☐ NO IF SO, BY WHAT MEANS? \_\_\_\_\_

SIGN MATERIALS: ☐ WOOD ☐ PLASTIC ☐ METAL ☐ NEON ☐ CLOTH ☐ BRICK ☐ MASONRY ☐ OTHER \_\_\_\_\_

WORDING OF SIGN: \_\_\_\_\_ LOGO? ☐ YES ☐ NO

EXPECTED COMPLETION DATE: \_\_\_\_\_ ESTIMATED COST OF SIGN: \_\_\_\_\_

WILL THE SIGN CONFORM TO THE ORDINANCES OF THE CITY OF MARTINSVILLE? ☐ YES ☐ NO

## SETBACK INFORMATION (FOR NEW GROUND SIGNS ONLY)

DISTANCE SIGN WILL BE LOCATED (ft.):

IN THE FRONT, FROM THE STREET RIGHT-OF-WAY? \_\_\_\_\_

IN THE REAR, FROM THE REAR PROPERTY LINE? \_\_\_\_\_

ON THE RIGHT SIDE, FROM THE RIGHT PROPERTY LINE? \_\_\_\_\_

ON THE LEFT SIDE, FROM THE LEFT PROPERTY LINE? \_\_\_\_\_

FROM THE PRIMARY BUILDING? \_\_\_\_\_

FROM THE SIDEWALK/CURB? \_\_\_\_\_

DISTANCE SIGN WILL PROJECT ABOVE GRADE (ft.)? \_\_\_\_\_

WILL THE SIGN BE LOCATED IN THE CITY RIGHT-OF-WAY? ☐ YES ☐ NO

WILL THE SIGN OBSTRUCT VISION ALONG CITY RIGHT-OF-WAY? ☐ YES ☐ NO

WILL THE SIGN OBSTRUCT A FIRE ESCAPE, WINDOW OR DOOR? ☐ YES ☐ NO

## APPLICANT CERTIFICATION

*By signing below, I certify that the information on this application is true to the best of my knowledge.*

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

## PROPERTY OWNER CERTIFICATION

*By signing below, I certify that I am aware of this sign permit application and I consent to the installation of the sign as described on this application.*

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE

\_\_\_\_\_  
DATE

## FOR OFFICE USE ONLY

DOES THIS APPLICATION MEET ALL THE REQUIREMENTS AND REGULATIONS OF THE CITY OF MARTINSVILLE ZONING ORDINANCE? ☐ YES ☐ NO IF NO, WHICH SECTION(S) IS IN VIOLATION?

DOES THIS APPLICATION REQUIRE ARB APPROVAL? ☐ YES ☐ NO

ARB: ☐ APPROVED ☐ DENIED

DRAWINGS ATTACHED? ☐ YES ☐ NO

RIGHT-OF-WAY MARKED? ☐ YES ☐ NO ☐ N/A

PROOF OF CONTRACTOR LICENSE, BUSINESS LICENSE AND GENERAL LIABILITY INSURANCE? ☐ YES ☐ NO ☐ N/A

APPLICATION IS: ☐ APPROVED ☐ DENIED

FEE AMOUNT: \_\_\_\_\_

PAID BY: ☐ CASH ☐ CHECK

\_\_\_\_\_  
ZONING ADMINISTRATOR SIGNATURE

\_\_\_\_\_  
DATE